

## EMERGENCY CLOSING SUMMARY OF REVISIONS

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01-01-2015	<p>Provisions for emergency closing were previously included in the Adverse Weather policy. A separate policy has been adopted for clarification purposes. At the same time, the following amendments were included:</p> <ul style="list-style-type: none"> <li>• Clarified agency heads should make emergency closing decisions in consultation with their safety officer or designee.</li> <li>• Added definitions for emergency employee and emergency operations.</li> <li>• Removed reference to snow and ice as examples of a “catastrophic life threatening weather event”. Added a section on “Weather Events” which clarifies “catastrophic weather events” that may cross over from regular adverse weather conditions to emergency closing conditions.</li> <li>• Clarified that emergency closings impact both non-mandatory and mandatory employees.</li> <li>• Added bomb threats as an example of an emergency evacuation and removed equipment failure as an example.</li> <li>• Clarified emergency closings should only be implemented for “prolonged” disruption of power and/or water.</li> <li>• Clarified loss of heat and air conditioning does not necessarily meet the definition of emergency closing. Referred to the adverse weather policy if weather conditions are extreme.</li> <li>• Clarified how a declaration of a “State of Emergency” impacts emergency closing decisions.</li> <li>• Clarified rented office space from a non-state entity should have an agreement or understanding on who makes and communicates facility closing decisions due to emergency conditions.</li> <li>• Clarified emergency time off (ETO) must be taken within 12 months or it is lost and it is not paid out upon separation or transfer to another agency.</li> <li>• Clarified non-emergency employees who are reassigned to a different work location or alternate work arrangement will not be eligible for emergency time off (ETO).</li> </ul>
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